

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

**School Food Authority Name:** St. Rita Church

**Date of Administrative Review (Entrance Conference Date):** May 14, 2019

**Date review results were provided to the School Food Authority:** May 14, 2019

**SFA/Sponsor CNIPS Number:** 12335

**Review Month:** April

**Onsite Review Date:** May 14, 2019

**Schools Reviewed:** St Rita School

**Reviewers:** Kim Wise

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### General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)

<input checked="" type="checkbox"/>	School Breakfast Program
<input checked="" type="checkbox"/>	National School Lunch Program
<input type="checkbox"/>	Fresh Fruit and Vegetable Program
<input type="checkbox"/>	Afterschool Snack
<input type="checkbox"/>	Special Milk Program
<input type="checkbox"/>	Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

<input type="checkbox"/>	Community Eligibility Provision
<input type="checkbox"/>	Special Provision 1
<input type="checkbox"/>	Special Provision 2
<input type="checkbox"/>	Special Provision 3
<input checked="" type="checkbox"/>	N/A

3. Were any findings identified during the review of this School Food Authority?

A. Program Access and Reimbursement		
YES	NO	
<input checked="" type="radio"/>	<input type="radio"/>	Certification and Benefit Issuance

<input checked="" type="radio"/>	<input type="radio"/>	Verification
<input type="radio"/>	<input checked="" type="radio"/>	Meal Counting and Claiming

#### Finding(s) and Commendation(s)

◀ The SFA did not process household applications in compliance with 7 CFR 245.6(a). The SFA gave a \$100 variance above and below the USDA income eligibility guidelines. The SFA converted income to weekly when different income frequencies were reported. The SFA gave DC benefits to children not on the Statewide DC List.

The SFA did not implement the verification process in accordance with 7 CFR 245.6(a). The SFA chose two applications with incorrect determinations for verification. The original determination should have been paid. The SFA collected income that was not representative of the application income. The SFA did not give a toll free or collect call option. The SFA used the wrong Discrimination Statement. No confirming or verifying signature on the applications. ▶

<b>B. Meal Pattern and Nutritional Quality</b>		
<b>YES</b>	<b>NO</b>	
<input type="radio"/>	<input checked="" type="radio"/>	Meal Components and Quantities
<input type="radio"/>	<input checked="" type="radio"/>	Offer versus Serve
<input type="radio"/>	<input checked="" type="radio"/>	Dietary Specification and Nutrient Analysis

#### Finding(s) and Commendation(s)

◀ Commendations:

The FSD and manager are very passionate about feeding the students and are open to new ideas to improve the program.

The kitchen staff are very knowledgeable about the meal pattern. Excellent meal service! ▶


<b>C. School Nutrition Environment</b>		
<b>YES</b>	<b>NO</b>	
<input type="radio"/>	<input checked="" type="radio"/>	Food Safety
<input type="radio"/>	<input checked="" type="radio"/>	Local School Wellness Policy
<input type="radio"/>	<input checked="" type="radio"/>	Competitive Foods
<input type="radio"/>	<input checked="" type="radio"/>	Other

Finding(s) and Commendation(s)

 Click here to enter text. 

D. Civil Rights		
YES	NO	
<input checked="" type="radio"/>	<input type="radio"/>	Civil Rights

Finding(s) and Commendation(s)

 The SFA did not comply with civil rights requirements as applicable to the Child Nutrition Programs, i.e., NSLP (including the Fresh Fruit and Vegetable Program, Seamless Summer Option, and afterschool snacks), SBP, and SMP, in accordance with FNS 113-1. The SFA did not have the correct nondiscrimination statement on all documents that reference FNS programs. The breakfast information flyer does not include the nondiscrimination statement and the request for verification letter has an incorrect nondiscrimination statement. 